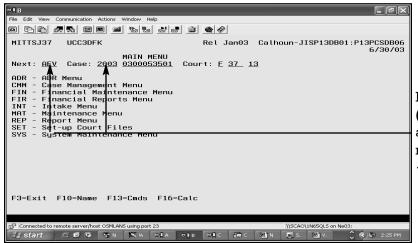
Case Disposition for Delinquency Proceedings

Case disposition occurs at the **Edit Event** screen. All dispositions are entered at the **Edit Event** screen and are counted on the **Quarterly Caseload Report**, therefore it is important that cases are disposed and entered correctly and in a timely fashion. All charges for a case (petition) must be disposed in order for the case to be adjudicated.

TCS allows the user numerous options to create events. It is up to the user to determine the processing that works best for them. Listed on pages 5.1 - 5.8 are five options to take you to the **Edit Event** screen to create events. Determine the process that is the easiest and most efficient for you.

Option #1 ~ Event Add by Case Number

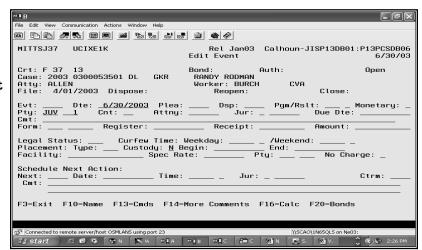


Step #1

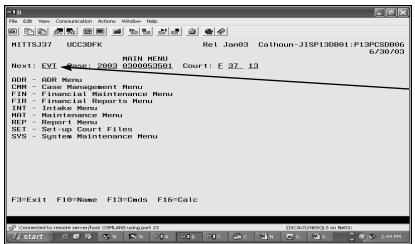
From any screen enter **AEV** (**Add Event**) at the next line, as well as the case (petition) number, then press **<ENTER>**.

Step #2

This will return you to the **Edit Event** screen to proceed with case disposition.



Option #2 ~ Event Add by Case Number

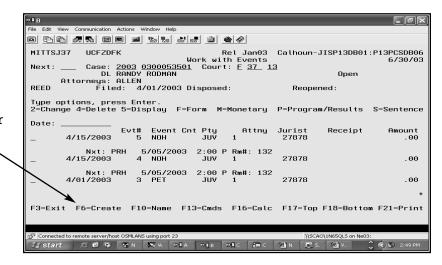


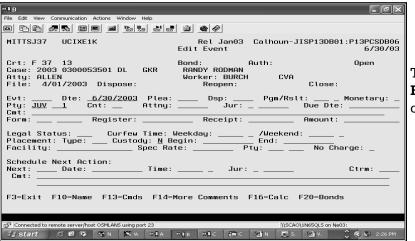
Step #1

From any screen enter **EVT** (Case Events) at the next line, as well as the case (petition) number, then press <ENTER>.

Step #2

This will return you to the **Work with Events** screen for that case number. Select <**F6**> to create

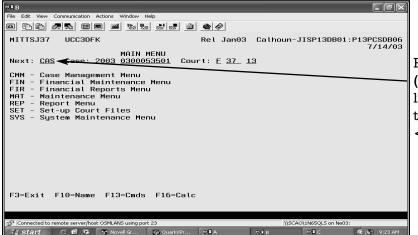




Step #3

This will return you to the **Edit Event** screen to proceed with case disposition.

Option #3 ~ Event Add by Case Number

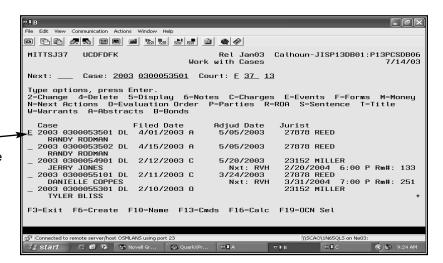


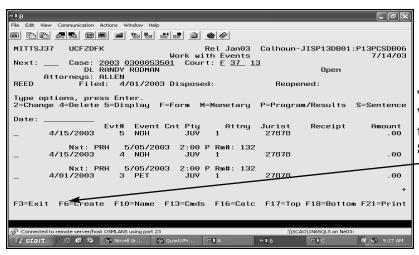
Step #1

From any screen enter **CAS** (Work with Cases) at the next line, as well as the case (petition) number, then press <**ENTER**>.

Step #2

This will return you to the Work with Cases screen for that case number. Enter an "E" (events) next to the case (petition) number and press the <ENTER> key.



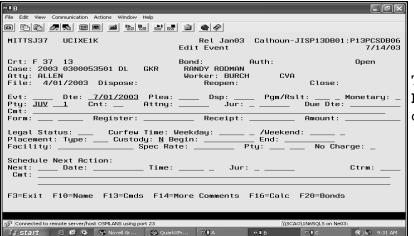


Step #3

This will return you to the **Work with Events** screen for the case number you selected. Select **<F6>** to create.

continued _____

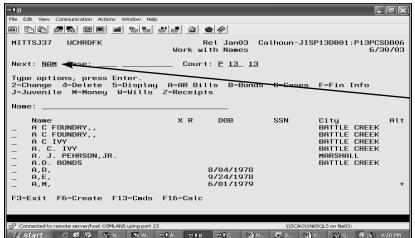
Option #3 ~ Event Add by Case Number continued



Step #4

This will return you to the **Edit Event** screen to proceed with case disposition.

Option #4 ~ Event Add by Name

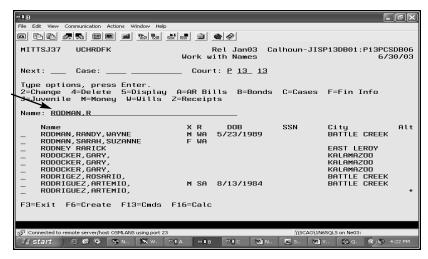


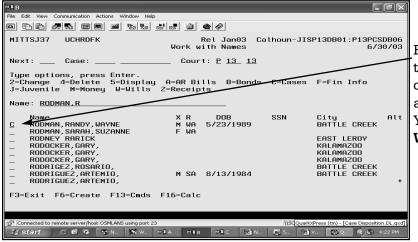
Step #1

Enter NAM (Work with Name) at your Next line and press <ENTER>. You will be returned to the Work with Names screen

Step #2

Enter the Lastname, first initial of the minor and press the **<ENTER>** key.

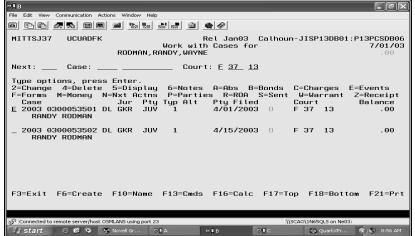




Step #3

Enter a "C" for cases next to the minor's name to view all cases (petitions) for this name and press the **<ENTER>** key. You will be returned to the **Work with Cases for** screen

Option #4 ~ Event Add by Name, continued

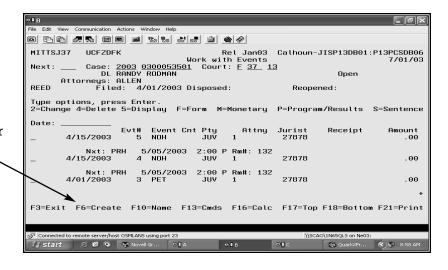


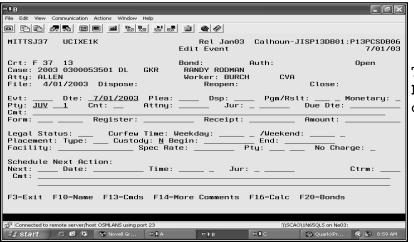
Step #4

Select the case you want to add the event to by entering a "E" for events next to the case number and press the **<ENTER>** key.

Step #5

This will return you to the **Work with Events** screen for that case number. Select <**F6**> to create

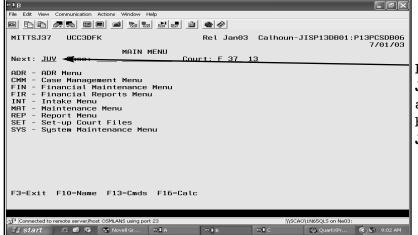




Step #6

This will return you to the **Edit Event** screen to proceed with case disposition.

Option #5 ~ Event Add by Juvenile

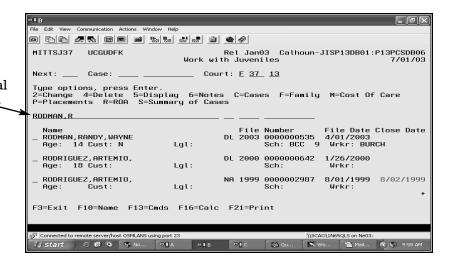


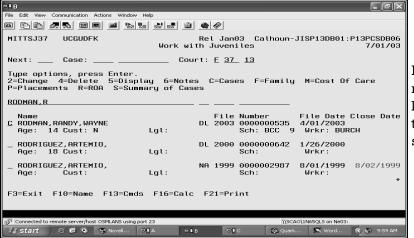
Step #1

Enter JUV (Work with Juveniles) at your Next line and press <ENTER>. You will be returned to the Work with Juveniles screen

Step #2

Type the Lastname firstinitial of the juvenile and press the **<ENTER>** key.



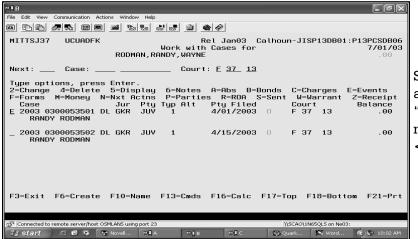


Step #3

Enter "C" next to the minor's name and press the <ENTER> key. You will be returned to the Work with Cases for screen.

continued _____

Option #5 ~ Event Add by Juvenile, continued

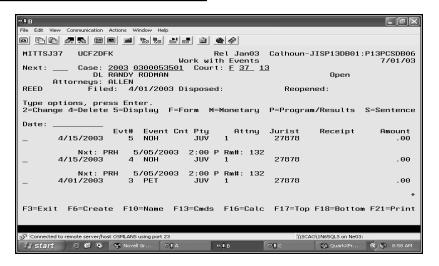


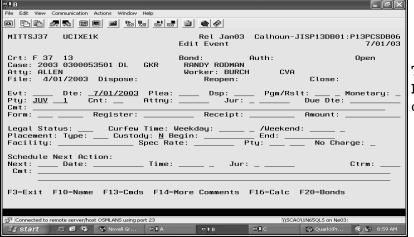
Step #4

Select the case you want to add the event to by entering a "E" for events next to the case number and press the **<ENTER>** key.

Step #5

This will return you to the **Work with Events** screen for that case number. Select <**F6**> to create

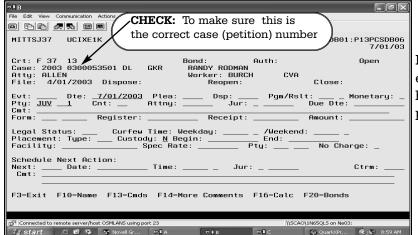




Step #6

This will return you to the **Edit Event** screen to proceed with case disposition.

<u>Case Disposition ~ One Petition</u> <u>Multiple Charges ~ Same Disposition for Each Charge</u>

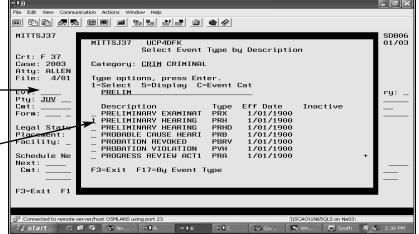


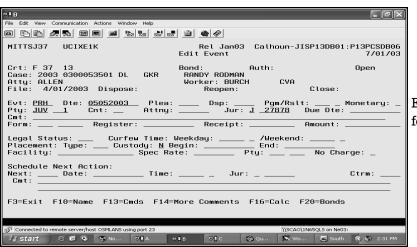
Step #1

From the **Edit Event** screen, enter the event type of the hearing that was held to dispose the case.

Step #2

If you do not know the code, then <F4> prompt, type the description of the event and press <ENTER>. Then select the event by placing a "1" next to the description and press <ENTER>.

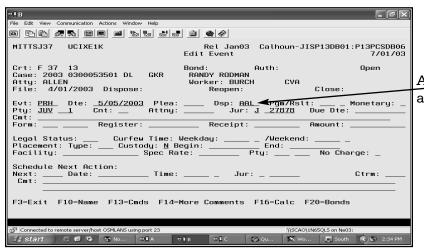




Step #3

Enter the date in MMDDCCYY format

<u>Case Disposition ~ One Petition</u> <u>Multiple Charges ~ Same Disposition for Each Charge, continued</u>

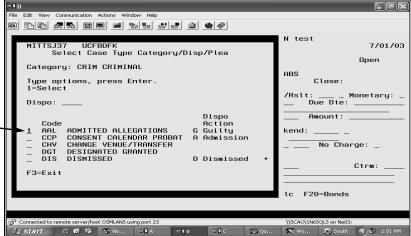


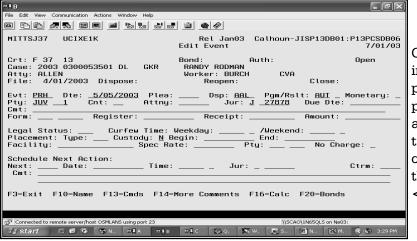
Step #4

At the **DSP** field enter the appropriate disposition code.

Step #5

If you do not know the code, you may <F4> prompt at the DSP field, enter a "1" next to the appropriate code and press the <ENTER> key.

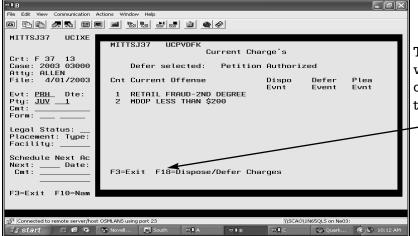




Step #6

Continue entering in any other information regarding this petition, including program/results, comments and/or next action information. When you have completed the data entry for this petition, press the <ENTER> key.

<u>Case Disposition ~ One Petition</u> <u>Multiple Charges ~ Same Disposition for Each Charge, continued</u>



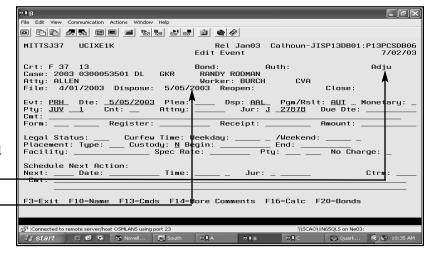
Step #7

The Current Charge's screen will display. To dispose all charges with the same disposition select **<SHIFT F6>** (F18).

Step #8

The Edit Event screen will be returned.

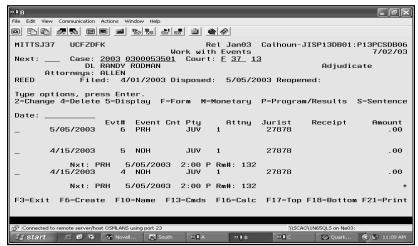
Please Note: The case has now changed from Open status to Adjudicated (Adju) and the dispose field displays the date the event.



Step #9

Press the **<ENTER>** key and you will be returned to the **Work with Events** screen. Because the result code of **AUT** was entered, **Auth:** and the date is automatically populated

<u>Case Disposition ~ One Petition</u> <u>Multiple Charges ~ Same Disposition for Each Charge, continued</u>



Step #10

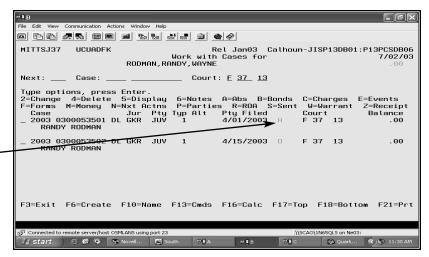
<F3> will return you to the Work with Events screen.

Please Note: One event has been created for this petition

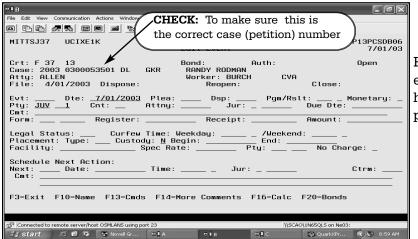
Step #11

<F3> again to return to the Work with Cases for screen.

Please Note: The status has changed from "O" for open to "A" for Adjudicated.



<u>Case Disposition ~ One Petition</u> <u>Multiple Charges ~ Different Disposition for Each Charge</u>

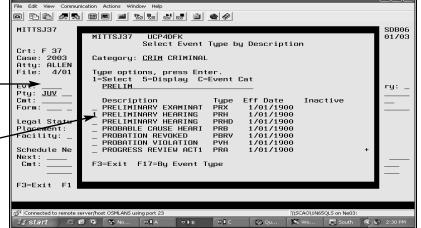


Step #1

From the **Edit Event** screen, enter the event type of the hearing that was held to dispose the case.

Step #2

If you do not know the code, then <F4> prompt, type the description of the event and press <ENTER>. Then select the event by placing a "1" next to the description and press <ENTER>.

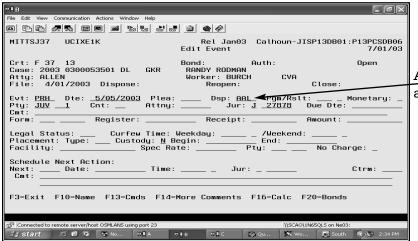


File Edit View Communication Actions Window Help | File Edit View Communication Window Mindow Help | File Edit View Communication Wi

Step #3

Enter the date in MMDDCCYY format

<u>Case Disposition ~ One Petition</u> <u>Multiple Charges ~ Different Disposition for Each Charge, continued</u>

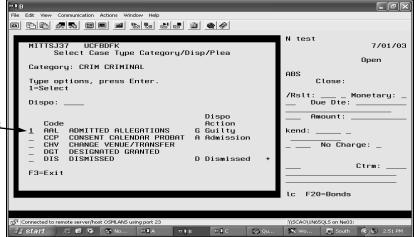


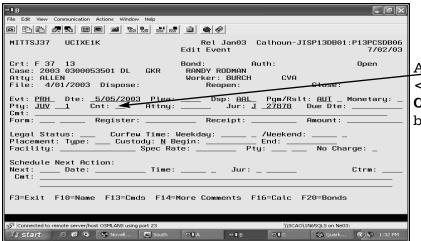
Step #4

At the **DSP** field enter the appropriate disposition code.

Step #5

If you do not know the code, you may <F4> prompt at the DSP field, enter a "1" next to the appropriate code and press the <ENTER> key.

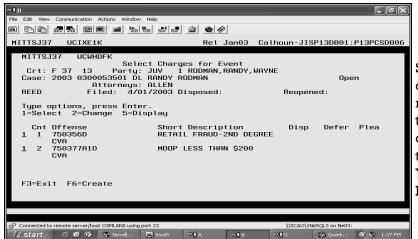




Step #6

At the CNT (count field) select <F4> prompt. The Select Charges for Event screen will be returned.

<u>Case Disposition ~ One Petition</u> <u>Multiple Charges ~ Different Disposition for Each Charge, continued</u>

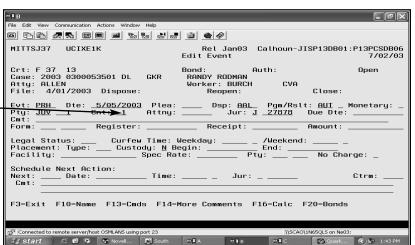


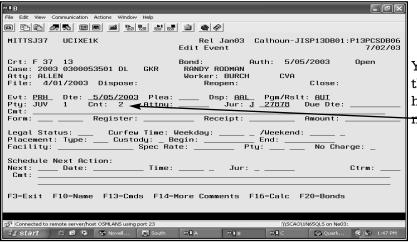
Step #7

Select the charges you are disposing by entering a "1" next to each charge (even if there are different charge dispositions on each count) then press the <ENTER> key. You will be returned to the Edit Event screen

Step #8

Please Note: The count field is at "1". Continue entering any event information, such as legal status, next action, etc. Once you have entered all information, press <ENTER>.

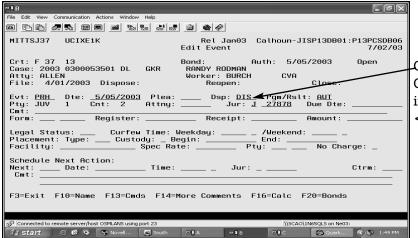




Step #9

You will again be returned to the Edit Event screen, however, the count field is now "2"

<u>Case Disposition ~ One Petition</u> <u>Multiple Charges ~ Different Disposition for Each Charge, continued</u>



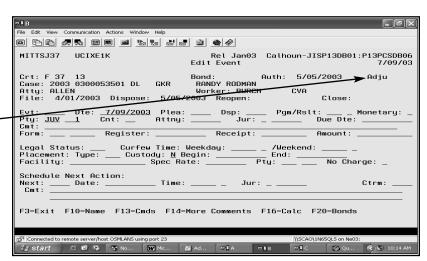
Step #10

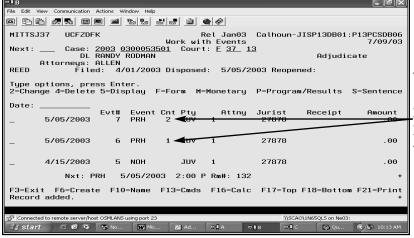
Change the disposition of Count 2 to the correct disposing code and then press **ENTER**>.

Step #11

The **Edit Event** screen will be returned.

Please Note: The case status has changed from Open to Adju and the Auth date is populated because of the result of AUT.





Step #12

<F3> will return you to the Work with Events Screen.

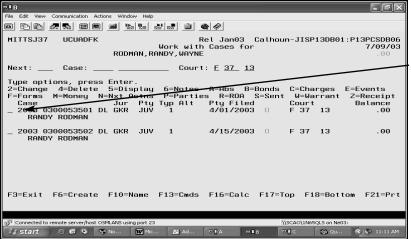
Please Note: An event has been created for each count on the petition

Case Disposition ~ Multiple Petitions

The Trial Court System allows the user to create events on multiple petitions, while being required to enter the information only one time.

All information created and entered on the event will be displayed in **Juvenile ROA**, **Case ROA** and **Edit Event** screen each case (petition) selected in the multiple case add process. The user may make changes to each screen when it is displayed for verification.

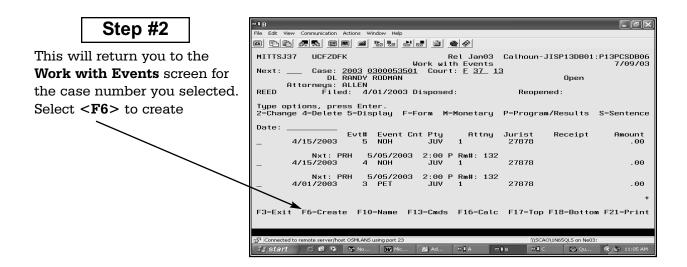
Pages 5.17 thru 5.23 will take you through the step-by-step process of entering multiple cases to an event.

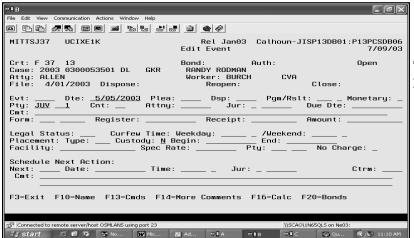


Step #1

Select the petition that you want to begin entering the event information by entering an "E" next to it and press the <ENTER> key.

Note: You may use any of the options enumerated on pages 5.1 thru 5.8 to take you to the **Edit Event** screen.



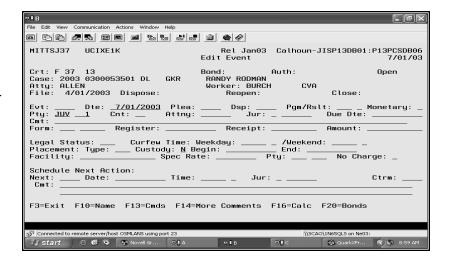


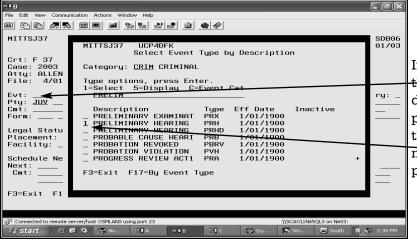
Step #3

This will return you to the **Edit Event** screen.

Step #4

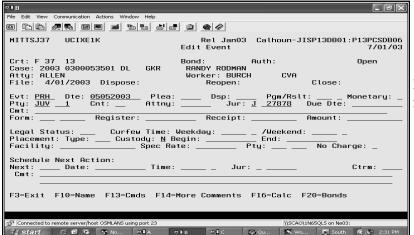
Enter the event type of the hearing that was held to dispose the cases.





Step #5

If you do not know the code, them <F4> prompt, type the description of the event and press <ENTER>. Then select the event by placing a "1" next to the description and press <ENTER>.

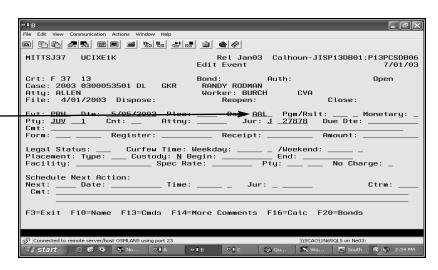


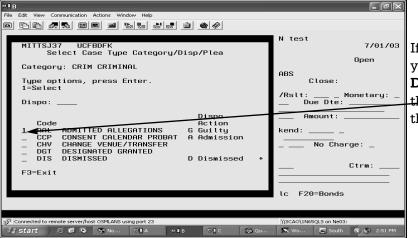
Step #6

Enter the date in MMDDCCYY format

Step #7

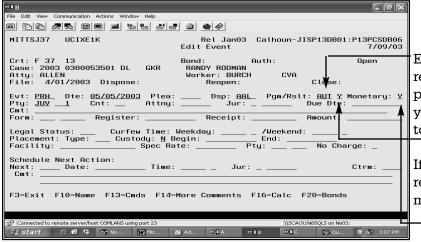
At the **DSP** field enter the appropriate disposition code-





Step #8

If you do not know the code, you may <F4> prompt at the DSP field, enter a "1" next to the appropriate code and press the <ENTER> key.



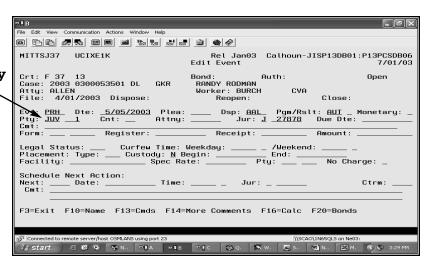
Step #9

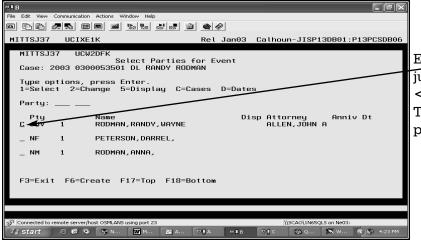
Enter the first program or result. If you have additional programs or results to add for your petitions, enter "Y" next to the Pgm/Rslt field.

If monetary orders are required, enter a "Y" at the monetary field.

Step #10

Next, <F4> prompt on the Pty (party) field. The Select Parties for Event pop-up window will display



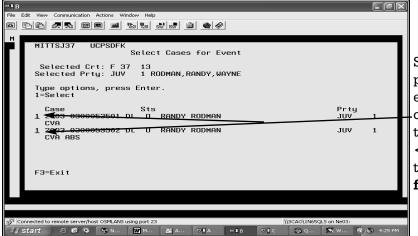


Step #11

Enter a "C" next to the juvenile and press the **<ENTER>** key.

The **Select Cases for Event** pop-up window will display

continued ----

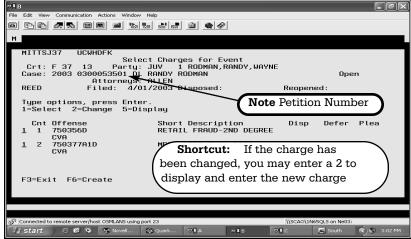


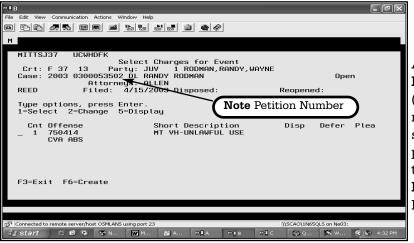
Step #12

Select all cases (petitions)
pertaining to this event by
entering a "1" next to each
case. When you have selected
the cases, press the
<ENTER> key. You will be
taken to the Select Charges
for Event screen.

Step #13

If you want to create an event for each charge, or if the disposition for each charge is unique, you may select each charge by entering a "1" next to the charge, or you may press <ENTER> to by-pass this screen. You will be returned to the Select Charges for Event screen.

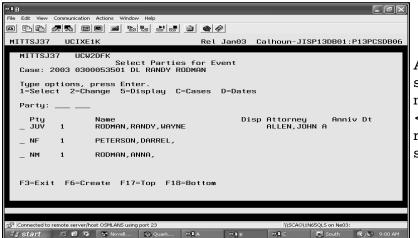




Step #14

At the Select Charges for Event screen for the next case (petition) you may again make modifications to the charges, select a specific charge and/or press <ENTER>. You will then be returned to the Select Parties for Event screen.

Press <ENTER>

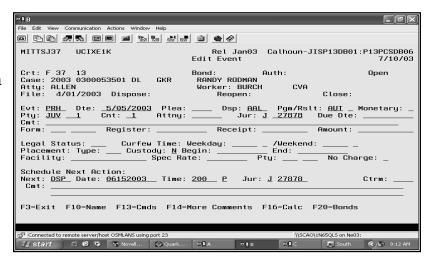


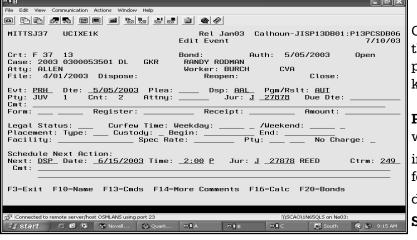
Step #15

At the Select Parties for Event screen make changes, if necessary, then press <ENTER>. You will be returned to the Edit Event screen.

Step #16

Continue to enter information regarding this case. Then, press the **<ENTER>** key. You will be returned to the Edit Event screen for the second count.

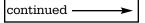


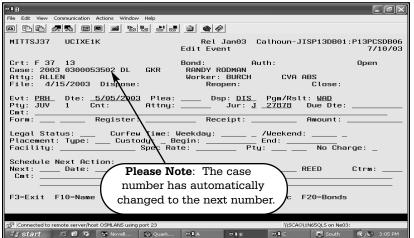


Step #17

Continue with processing for the second count. When completed, press the **<ENTER>** key.

Please Note: If the charges were not selected as described in Step #13 you will need to follow the following steps for disposing charges described in Steps #18 and 19.





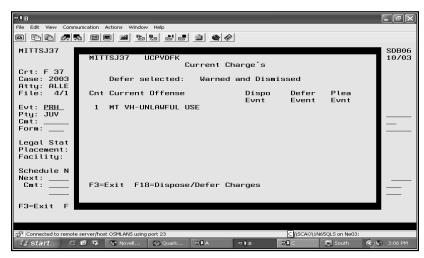
Step #18

You will be returned to the Edit Event screen for the second case (petition)
Continue to enter, modify or remove information regarding this case. Then, press the <ENTER> key.

Please Note: The charge was changed to DIS (dismissed and the Pgm/Rslt was changed to WAD (Warned and Dismissed) and the next action information was removed.

Step #19

You will be returned to the **Current Charges** screen. To dispose all charges pertaining to this case (petition), select **<SHIFT F6>** (<F18>).



Step #20

You will be returned to the Edit Event screen for the first case (petition).

You have successfully disposed of two cases (petitions).

|--|